

Friday, October 18, 2019

11:00 AM - 6:00 PM

Council Meeting

Hyatt McCormick: Prairie B

Function Type: Meeting

Estimated Attendance: 38

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Dave Shellard

Logistics

General Notes - SfN

Ready By:

Friday, October 18, 2019 @ 10:00 AM

Note

**SEPTEMBER 26 UPDATE:
MEETING WILL NOW START AT 11 AM**

Setup - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 6:00 AM

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set hollow square for (42). Seat 2 per 6' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

SEE FLOOR PLAN

General Contractor - The Expo Group (TEG)

Ready By:

Friday, October 18, 2019 @ 8:00 AM

Note

(38) VIP Chairs for the Hollow Square

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Friday, October 18, 2019 @ 8:00 AM

Note
(2) Screens
(2) Data/Video Projectors
(22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.
(1) Switcher
(1) XLR Cable for Stenographer
(1) Laser Pointer
(1) Audio DI for computer playback
A sound operator is required from 11:00am - 6:00pm.

OCTOBER 1 ADDITION
(1) DVD PLAYER - TO PLAY ON THE SCREENS AND ROUTE THROUGH THE MICROPHONE SYSTEM

Electrical - Hyatt McCormick

Ready By:
Friday, October 18, 2019 @ 6:00 AM

Note
(21) Power strips around the hollow square for laptops, allowing at least two plugs per person
Place (1) Power strip at stenographer table

Telecom - Hyatt McCormick

Ready By:
Friday, October 18, 2019 @ 6:00 AM

Note
(1) Wired internet connection at stenographer table

25% discount on internet per the contract

Food And Beverage - Hyatt McCormick

Ready By:
Friday, October 18, 2019 @ 11:00 AM

Note
Beverage Service - ready at 11:00 am
To remain set for the entire meeting - Do not refresh without permission
Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption.
Chilled Bottled Water @ \$6.75++ each, charged on consumption.
Coffee, Decaf and Tea Service @ \$150.00++ per gallon

Lunch to be ready by 11:15 am
Autumn Harvest Buffet @\$65.00++ per person
Creamy Sweet Potato Soup
Quinoa Salad with Shredded Kale, Walnuts, Chopped Pears & Lemon Dressing
Baby Spinach Salad with Sliced Michigan Apples, Dried Cherries, Crumbled Blue Cheese & Cider Dressing
Today's Catch with Orange & Maple Glaze, Wild Rice Pilaf with Almonds & Dried Apricots
Herb Seared Chicken Breast with Caramelized Butternut Squash, Sage Demi Sauce
Sautéed Brussel Sprouts with Maple Bacon & Golden Raisins
Cinnamon Rice Pudding with Cabernet Cranberries
Pumpkin Pie Bars with Caramel Whipped Cream Topping

Snack to be ready by 2:30 pm
(2) dozen Jumbo Home Style Cookies @ \$64.00++ per dozen
(1) dozen Chicago Style Giant Warm Pretzels @ \$56.50++ per

dozen

Note: All sauces, dressings and mayo on the side.

All prices are subject to 24% service charge and 13% taxes

SEPTEMBER 9 UPDATE

ADD SPARKLING WATER TO BEVERAGE STATION @ \$6.75++
EACH, CHARGED ON CONSUMPTION

SEPTEMBER 27 UPDATE

CHANGE LUNCH READY BY TIME TO 11:45

Friday, October 18, 2019

12:00 PM - 1:30 PM

Council Photo Session

Hyatt McCormick: Adler B, Adler C

Function Type: Other

Estimated Attendance: 25

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-OV200-M851-UR

Contacts

Contact: Dave Shellard

Logistics

General Notes - SfN

Ready By:

Friday, October 18, 2019 @ 12:00 PM

Note

SEPT 6 REVISION

1:15pm-1:40pm UPDATED TIME FRAME

SEPTEMBER 27 UPDATE

TIME EXPANDED TO NOON TO 1:30 TO ACCOMMODATE
POTENTIAL AGENDA CHANGES.

Setup - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 11:00 AM

Note

(1) 8'x24'x16" skirted riser against wall with steps.

(24) Chairs. Set (12) on riser and (12) on floor.

(1) easel

Sunday, October 20, 2019

10:00 AM - 3:00 PM

Kavli Meeting

Hyatt McCormick: DuSable A

Function Type: Satellite

Estimated Attendance: 25

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Caroline Montojo

Organizer Email: cmontojo@kavlifoundation.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 9:00 AM

Note

OCT 8 ADDITION
ROOM ASSIGNMENT CHANGE.
EVENT WILL REMAIN IN DUSABLE A ONLY.
REMOVED DUSABLE BC.

SEPT 25 ADDITION
NEW SATELLITE EVENT ASSIGNMENT

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

11:30 AM - 1:00 PM

IEEE Brain - Industry Partners Luncheon

Hyatt McCormick: Clark A, Clark B, Clark C

Function Type: Satellite
Estimated Attendance: 25

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Grace Rigdon
Organizer Email: grace.rigdon@ieee.org

Logistics

General Notes - Hyatt McCormick

Ready By:
Sunday, October 20, 2019 @ 10:30 AM

Note

OCT 8 ADDITION
NEW SATELLITE EVENT ASSIGNMENT

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

12:00 PM - 6:30 PM

Setup for Tools & Tech: A BRAIN Initiative Alliance Social

Hyatt McCormick: Regency C, Regency D, Regency E

Function Type: Satellite
Estimated Attendance: 10

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Stephanie Albin
Organizer Email: salbin@kavlifoundation.org

Logistics

General Notes - Hyatt McCormick

Ready By:
Sunday, October 20, 2019 @ 11:00 AM

Note

OCT 8 ADDITION
NEW SATELLITE EVENT ASSIGNMENT FOR EVENT SETUP

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

5:30 PM - 7:00 PM

Neurophotonics Journal Editorial Board Meeting

Hyatt McCormick: Ontario

Function Type: Satellite

Estimated Attendance: 12

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Karolyn Labes

Organizer Email: karolyn@spie.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 4:30 PM

Note

OCT 8 ADDITION

MOVED SATELLITE EVENT FROM BOARDROOM 4 TO ONTARIO.

SEPT 15 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

6:30 PM - 8:30 PM

Tools & Tech: A BRAIN Initiative Alliance Social

Hyatt McCormick: Regency C, Regency D, Regency E

Function Type: Satellite

Estimated Attendance: 150

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Stephanie Albin

Organizer Email: salbin@kavlifoundation.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 5:30 PM

Note

OCT 8 ADDITION

ADDED REGENCY BALLROOM E TO THIS EVENT.

NEW MEETING ROOM ASSIGNMENT IS REGENCY BALLROOMS

CDE.

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

9:30 AM - 5:00 PM

Andor Sales Meeting

Hyatt McCormick: Boardroom 3

Function Type: Satellite

Estimated Attendance: 6

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Cummings

Organizer Email: s.cummings@andor.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 8:30 AM

Note

OCT 8 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019
11:00 AM - 2:30 PM
IBRO Publications Meeting
Hyatt McCormick: Boardroom 1

Function Type: Satellite
Estimated Attendance: 12

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Becky Hadid
Organizer Email: ibrobecky@gmail.com

Logistics

General Notes - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 10:00 AM

Note

OCT 10 ADDITION
EVENT TIME FRAME CHANGED TO 11 A.M.-2:30 P.M

SEPT 15 ADDITION
EVENT MOVED FROM 2-4:00 P.M. TO 12:00 P.M. -2:30 P.M.

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

1:00 PM - 2:00 PM

SfN/IBRO Meeting

Hyatt McCormick

Function Type: Meeting

Estimated Attendance: 22

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MP200-P210

Contacts

Contact: Tania Ballantine

Logistics

General Notes - SfN

Ready By:

Monday, October 21, 2019 @ 12:00 PM

Note

SEPTEMBER 12 UPDATE:
CHANGED ROOM TO REGENCY B

Ready By:

Monday, October 21, 2019 @ 12:00 PM

Note

OCTOBER 7 UPDATE
THIS EVENT IS CANCELLED

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 9:00 AM

Note

Conference for (17)
Perimeter Seating for (4)
(1) Easel outside of room
(1) Wastebasket

SEPTEMBER 12 UPDATE:
CHANGE TO HOLLOW SQUARE FOR (22)

OCTOBER 7 UPDATE
THIS EVENT IS CANCELLED

Electrical - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 12:00 PM

Note

(4) Power Strips

OCTOBER 7 UPDATE
THIS EVENT IS CANCELLED

Food And Beverage - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 12:30 PM

Note

Assorted Soft Drinks (70% diet) @\$6.75++ each, charged on consumption

Chilled Bottled Water @\$6.75++ each, charged on consumption

(1) Dozen Jumbo Home Style Cookies @\$64.00++ per dozen

All prices are subject to 24% service charge and 13% taxes

OCTOBER 7 UPDATE

THIS EVENT IS CANCELLED

Tuesday, October 22, 2019

4:30 PM - 7:00 PM

Astellas Meeting

Hyatt McCormick: Boardroom 1

Function Type: Satellite

Estimated Attendance: 8

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Tajinda Katsunori

Organizer Email: katsunori.tajinda@astellas.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 3:30 PM

Note

OCT 8 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.